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ABSTRACT

This task-based curriculum guide for agricultural production, specifically for swine, is intended to help the teacher develop a classroom management system where students learn by doing. Introductory materials include a Dictionary of Occupational Titles job code and title sheet, a task sheet for developing leadership skills, and a task list. Each task is then outlined in this format: statement of duty, statement of task, duty and task numbers, a checklist of achievement indicators, a statement of the criteria for achievement of competence, specification of required tools and equipment and resources, and lists of teacher activities and student learning activities. The tasks are categorized by seven duties: breeding swine, caring for swine, feeding swine, maintaining swine health, maintaining swine facilities, marketing swine, and using employability skills. Other contents include student and class achievement records, tool/equipment lists. (YLB)

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INTRODUCTION

This curriculum guide was developed through a grant awarded to the Agricultural and Extension Education Department (AEE), College of Agriculture and Natural Resources, Michigan State University, by the Vocational-Technical Education Service of the Michigan Department of Education (V-TES/MDE).

The credit for this curriculum guide belongs to:

(1) A task force of individuals from education who reviewed job titles, worker tasks, and developed achievement indicators, criteria statements, tools/equipment, references and resources;

(2) The Vocational-Technical Education Service, Michigan Department of Education consultant responsible for the program area; and,

(3) The project coordinator from AEE.

The names of these people are identified after this section. The following describes the role of each of those credited above in developing the curriculum guide.

(1) The task force members identified occupational titles appropriate to the agriculture program area. This process was facilitated by using materials developed by the Vocational-Technical Education Consortium of States (V-TECS).

(2) The V-TES/MDE curriculum consultants provided overall guidance for the project. This responsibility included nominating the task force members, and working with the AEE staff to determine the direction, format, and content of the curriculum guide.

(3) The project coordinator in AEE was responsible for developing the format of the curriculum, working with the members of the task force to ensure the quality of the curriculum as well as that the final curriculum guide was produced on schedule. The work of the project coordinator was made considerably easier because of the close collaboration of the V-TES/MDE curriculum consultant. This whole effort was a partnership and could not have been completed without this arrangement.

Credit should also be given to the secretaries and other support staff who typed and proofread the curriculum guide at its various stages of development. Without their assistance this effort would never have been completed.

It is intended by all those involved in the development of this curriculum guide that it be used to provide relevant training for entry to the world of work. It is hoped that this curriculum guide is used to that end.

This curriculum guide is one of a series of nine developed for Production Agriculture, C.I.P. 01.0301. A complete Production Agriculture program will use all nine guides: Beef, Sheep, Dairy, Poultry, Swine, Crops, Soils, Farm Business Management, and Farm Mechanics. A listing of Dictionary of Occupational Titles (DOT) job titles associated with these guides is listed below.

D.O.T. TITLE	D.O.T. #
FARM MACHINE OPERATOR	409.683-010
LIVESTOCK RANCHER	410.161-018
POULTRY FARMER	411.161-018
FARMWORKER: POULTRY	411.584-010
LABORER: POULTRY FARM	411.687-018
FARMER: VEGETABLE	402.161-010
SUPERVISOR: TREE-FRUIT-AND-NUT	403.131-010

D.O.T. TITLE	D.O.T. #
FARMER: FIELD CROP	404.161-010
FARMER: GENERAL	421.161-010
FARM WORKER: LIVESTOCK	410.664-010
CATTLE RANCHER	410.161-018
SWINE RANCHER	410.161-018
SHEEP RANCHER	410.161-018
SHEEP HERDER	410.687-022
DAIRY FARMER	410.161-018
FARMWORKER: DAIRY	410.684-010
FARMER: CASH GRAIN	401.161-010
GENERAL MANAGER: FARM	180.167-018
TRACTOR MECHANIC	620.281-058
TRACTOR-MECHANIC HELPER	620.684-030
FARM-EQUIPMENT MECHANIC 1	624.281-010
FARM-EQUIPMENT MECHANIC APPRENTICE	624.281-014
FARM-EQUIPMENT MECHANIC 2	624.381-014
FARMWORKER: GENERAL I	421.683-010
FARMWORKER: GENERAL II	421.687-010

Development of leadership skills as well as technical skills has always been an important part of the vocational agriculture training program. Today's agriculture is very complex, being able to participate, communicate and lead is even more critical now than in prior years. Tomorrow's producer must be able to take an active role in the profession and society.

Recognizing the importance of preparing the decision makers of tomorrow, the duty of "Performing Leadership Skills" is included in all nine curriculum guides. The student is not expected to complete all ten achievements in one year, but should have completed most of them when they have completed the total agriculture program.

Participation in Future Farmers of America (FFA) activities will enhance

the development of those important leadership skills. It is suggested that this duty/task be reproduced and placed in each individual student file.

The following people were instrumental in the development of the Agriculture Curriculum Guides.

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Duty: Performing Leadership Skills | **Duty No.**

Task No.

Task: Develop leadership skills to provide leaders in agriculture.

Achievement Indicators: The learner:

	Yes	No
1. Performed ten Parliamentary Procedure Skills -	____	____
2. Gave a five minute speech -	____	____
3. Led a group discussion for 15 minutes -	____	____
4. Served as an FFA officer -	____	____
5. Served as a Program of Activities Committee Chairperson -	____	____
6. Served as an active member of a committee -	____	____
7. Participated in five activities above chapter level -	____	____
8. Participated in carrying out activities as listed in the program of activities -	____	____
9. Prepared a twelve minute demonstration -	____	____
10. Attended leadership meetings -	____	____

Criteria: Competence in the task will be recognized when the instructor is satisfied with leadership performance of the student.

Tools and Equipment:

FFA Record Book
Tape Recorder
Video Tape

Resources:

FFA Student Handbook
Robert's Rules of Order
FFA Degree Application
FFA Manual

TASK LIST
FOR
SWINE

A. BREEDING SWINE

1. Plan a breeding system, using appropriate resources, to acquire desirable heritable characteristics in the swine herd.
2. Select breeding stock, using appropriate resources, to improve the quality of the herd.
3. Keep breeding and farrowing records, using appropriate resources, to obtain information for management decisions.
4. Flush animals for breeding, using appropriate resources, to acquire larger farrowed litters.
5. Determine number of boars needed for sow herd, using appropriate procedure, to assure maximum breeding efficiency.
6. Arrange pregnancy check for bred sows and gilts, using appropriate techniques and records, to determine pregnant sows and gilts.
7. Determine when to breed sows and gilts, using appropriate resources, to obtain maximum production.
8. Keep record of due dates for sows and gilts, using appropriate resources, to assure maximum number of live pigs born per litter.
9. Move boar, sows and/or gilts for breeding, using appropriate resources, to obtain optimum breeding efficiency.
10. Select feeder pigs, using appropriate resources, to acquire healthy and efficient market animals.

B. CARING FOR SWINE

1. Plan goals for swine farm, using appropriate resources, to achieve desired direction for swine enterprise.
2. Make inventory lists of swine and equipment, using appropriate resources, to maintain up-to-date records.
3. Prepare production and performance records, using appropriate resources, to evaluate efficiency of production.
4. Remove manure from quarters and pens, using appropriate equipment, to maintain proper health and sanitation.
5. Identify animals, using appropriate resources, to obtain a method of keeping records.
6. Move brood sows to farrowing quarters, using appropriate resources, to provide a desirable environment for the sow and litter.

B. CARING FOR SWINE (continued)

7. Assist sow at farrowing, using appropriate resources, to assure maximum number of live pigs born per litter.

8. Clean newborn animals, using appropriate resources, to obtain healthy pigs.

9. Assist young to nurse, using appropriate resources, to ensure acceptance by the sow and decrease death loss.

10. Remove afterbirth from sow, using appropriate resources, to assure optimum sow health.

11. Check mother's milk supply, using appropriate resources, to observe milk flow.

12. Move pigs to small litters, using appropriate resources, to assure ample milk supply and uniform litter size.

13. Wean animals, using appropriate resources, to maintain proper breeding schedule.

14. Record weaning weights of pigs, using appropriate resources, to maintain good breeding records.

15. Weigh animals, using appropriate resources, to maintain good breeding records.

16. Move feeder animals to feedlot, using appropriate resources, to reduce labor and change feeding procedure.

17. Fill out application for registration with purebred association, using appropriate resources, to acquire registration papers on animals.

18. Disposed of unused chemicals and drugs, using appropriate resources, to assure safety on the farm.

19. Store chemicals, inflammable materials and medications, using appropriate resources, to assure safety on the farm.

C. FEEDING SWINE

1. Prepare ration for hogs, using appropriate equipment, to obtain maximum growth and efficiency.

2. Prepare swine feeding records, using appropriate resources, to determine the profitability of the swine enterprise.

3. Select feeding methods, using appropriate procedures, to increase labor efficiency.

4. Calculate cost of gain on feeder pig operation, using appropriate resources, to determine profitability of the enterprise.

C. FEEDING SWINE (continued)

5. Calculate cost of rations and feed mixtures, using appropriate resources, to determine least cost for optimum efficiency.

6. Creep feed pigs, using appropriate resources, to assure desired performance.

7. Feed hogs using self-feeder, using appropriate equipment, to decrease labor input.

8. Adjust self-feeders for swine, using appropriate methods, to ensure adequate feed flow.

9. Determine feeding and watering space requirements, using appropriate resources, to ensure adequate feed and water.

10. Examine feedstuffs for mold and spoilage, using appropriate techniques, to ensure health of animal.

11. Service bulk feed handling equipment, using approved methods, to extend life of equipment.

12. Service grinding and mixing equipment, using approved methods, to extend life of the equipment.

13. Order feed, using appropriate procedures, to maintain adequate inventory.

D. MAINTAINING SWINE HEALTH

1. Clean swine pens and housing, using appropriate resources, to assure proper sanitation.

2. Disinfect buildings and equipment, using appropriate resources, to assure proper sanitation.

3. Apply insecticides in buildings, using appropriate resources, to assure proper herd health.

4. Disinfect boots and clothing, using appropriate resources, to assure proper herd health.

5. Plan a parasite control program, using appropriate resources, to assure proper herd health.

6. Examine hogs for external parasites, using appropriate resources, to determine a herd parasite control program.

7. Dust swine, using appropriate resources, to assure proper herd health.

8. Spray swine, using appropriate resources, to assure proper herd health.

9. Examine hogs for internal parasites, using appropriate resources, to determine a herd parasite program.

D. MAINTAINING SWINE HEALTH (continued)

10. Worm hogs, using appropriate resources, to assure proper herd health.

11. Plan a disease control program, using appropriate resources, to assure proper herd health.

12. Administer medication by injection, using appropriate instruments, to treat sick animal.

13. Administer oral medication, using appropriate equipment, to treat sick animal.

14. Apply medication to cuts and bruises, using appropriate resources, to treat injured animal.

15. Treat hogs for contagious diseases, using appropriate resources, to assure proper herd health.

16. Treat hogs for scours, using appropriate resources, to cure sick animal.

17. Vaccinate animals, using appropriate resources, to assure proper herd health.

18. Clip naval, using appropriate resources, to prevent infection of newborn.

19. Give iron shots, using appropriate equipment, to assure proper blood formation of young pig.

20. Ear notch, using appropriate equipment, to maintain an identification system for all animals.

21. Cut tails on feeder pigs, using appropriate equipment, to prevent tail biting in older hogs.

22. Clip needle teeth, using appropriate equipment, to prevent injury to litter and sow.

23. Castrate animals, using appropriate equipment, to prepare for the feed lot.

24. Detusk boars, using appropriate equipment, to prevent injury to sow herd and farmer.

25. Isolate newly purchased animals for observation, using appropriate resources, to maintain proper herd health.

26. Separate sick, weak or injured animals, using appropriate resources, to help maintain proper herd health.

27. Dispose of dead animals, using appropriate resources, to maintain a proper health herd program.

E. MAINTAINING SWINE FACILITIES

1. Plan housing for farrowing and finishing, using appropriate resources, to ensure proper protection from the elements and facilitate handling.

2. Clean and adjust waterers for swine, using appropriate methods, to ensure adequate water supply.

3. Construct feed troughs, using appropriate resources, to provide adequate feed space.

4. Construct self-feeder, using appropriate resources, to provide adequate feeding space.

5. Install self-feeders, using appropriate methods, to increase labor efficiency.

6. Construct farrowing pen, using appropriate materials, to ensure safety of baby pigs.

7. Construct farrowing crates, using appropriate materials, to ensure safety for baby pigs.

8. Construct loading chutes, using appropriate materials, to obtain maximum labor efficiency.

9. Construct show hurdle.

10. Plan waste disposal system, using appropriate resources, to obtain an efficient, cost-effective waste handling system.

11. Remove wastes, using appropriate equipment, to provide proper health and sanitation.

12. Apply wastes to fields, using appropriate equipment, to dispose of wastes in an efficient, cost-effective and pollution-free manner.

13. Inspect buildings, using appropriate procedures, to determine the needed repairs.

F. MARKETING SWINE

1. Plan marketing schedule, using appropriate resources, to ensure maximum profit.

2. Calculate expected returns and profits on sales, using appropriate resources, to make financial decisions.

3. Calculated shrinkage, using appropriate resources, to determine actual marketing weights.

4. Estimate market grades, using appropriate resources, to meet the demands of the consumer.

5. Select markets, using appropriate resources, to maximize profit.

F. MARKETING SWINE (continued)

6. Sort and mark hogs for market, using appropriate resources, to maximize profit.

7. Cull animals for sale, using appropriate resources, to improve the quality of the herd.

8. Prepare carriers for hauling animals, using appropriate resources, to ensure safety of animal.

9. Load animals, using appropriate resources, to assure safety of animal.

10. Consign outstanding animals to sales, using appropriate resources, to promote the farm's breeding herd.

G. SHOWING SWINE

1. Select animals for showing, using appropriate resources, to assure the best quality animal for the show.

2. Select equipment for fitting and showing, using appropriate resources, to properly prepare the animal for show.

3. Train animal for showing, using appropriate resources, to assure proper ring procedure and safety of exhibitor.

4. Transport animals to show, using appropriate resources, to assure the safety of the pig.

5. Groom hog for show, using proper equipment, to improve general appearance of the pig.

6. Prepare facilities at show (pen, stall, etc.), using appropriate resources, to best represent the animal and exhibitor at the show.

7. Prepare exhibitor for show, using appropriate resources, to best represent himself or herself and the herd.

8. Show the pig, using appropriate resources, to obtain the highest ring placing.

H. USING EMPLOYABILITY SKILLS

1. Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

2. Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

3. Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

4. Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

H. USING EMPLOYABILITY SKILLS (continued)

5. Investigate non-wage job characteristics, using available resources, to identify significant job factors.

6. Develop goals, using knowledge, to determine career objective(s).

7. Perform a job search, using information, to identify employment opportunities.

8. Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

9. Complete a social security form, using information, to apply for a social security number.

10. Contact an employer, using a telephone to pursue potential employment opportunities.

11. Complete a job application, using personal notes, to apply for employment.

12. Prepare a resume, using personal information, to apply for a job.

13. Write a letter, using personal notes, to apply for a position.

14. Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

15. Interview for a job, using communication skills, to secure employment.

16. Contact a job interviewer, using a telephone, to accept/reject a job.

17. Complete forms, using information, to withhold city, state and federal taxes.

18. Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

19. Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

20. Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

21. Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Duty: Breeding Swine	**Duty No.** A
	Task No. 1

Task: Plan a breeding system, using appropriate resources, to acquire desirable heritable characteristics in the swine herd.

Achievement Indicators: The learner:	Yes	No
1. Evaluated swine enterprise goals -	____	____
2. Identified desired heritable characteristics -	____	____
3. Studied possible breeding systems; e.g., inbreeding, crossbreeding, and upgrading -	____	____
4. Selected desired breeding system -	____	____
5. Selected breed or breeds -	____	____
6. Planned procedures for implementing breeding system -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Animal breeding references Swine enterprise goals Inventory of breeding stock	

Duty: Breeding Swine | **Duty No.** A | **Task No.**

Task: Select breeding stock, using appropriate resources, to improve the quality of the herd.

Achievement Indicators: The learner:	Yes	No
1. Selected gilts for breeding:		
a. studied farrowing, production, pedigree and health records -	____	____
b. identified animals possessing desirable physical and production characteristics -	____	____
c. selected 20% more than the number of animals needed for replacement -	____	____
d. separated replacement animals from market hogs at 180 lbs. -	____	____
e. reduced replacement animals' feed intake -	____	____
f. provided fenceline exposure to boars -	____	____
g. made final selection at the beginning of breeding season -	____	____
2. Selected boars for breeding:		
a. identified sources of breeding boars -	____	____
b. studied farrowing, production, pedigree and health records -	____	____
c. identified animals possessing desirable physical and production characteristics -	____	____
d. selected boars -	____	____
Note: Boars should be on farm 60 days prior to breeding.		
e. developed an adjustment policy with consignor -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Farrowing records
Production records
Pedigree records
Health records

Resources:

Duty: Breeding Swine	**Duty No.** A
	Task No. 3

Task: Keep breeding and farrowing records, using appropriate resources, to obtain information for management decisions.

Achievement Indicators: The learner:	Yes	No
1. Determined records to be kept and method of summarizing (computer or manual) -	____	____
2. Developed method for collecting data -	____	____
3. Established location for file cabinet, desk and records -	____	____
4. Collected and recorded data -	____	____
5. Summarized and evaluated data monthly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Record books Calculator or computer File cabinet Desk Scales Ear tags	

Duty: Breeding Swine	**Duty No.** A
	Task No. 4

Task: Flush animals for breeding, using appropriate resources, to acquire larger farrowed litters.

Achievement Indicators: The learner:

	Yes	No
1. Studied proper procedure -	____	____
2. Calculated feed amounts -	____	____
3. Sorted out animals to be flushed -	____	____
4. Fed according to recommendations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feeders Scales Feed scoop Feed charts	

Duty: Breeding Swine

Duty No. A

Task No. 5

Task: Determine number of boars needed for sow herd, using appropriate procedure, to assure maximum breeding efficiency.

Achievement Indicators: The learner:

	Yes	No
1. Reviewed sow inventory and breeding schedule -	____	____
2. Calculated number of sows to be bred -	____	____
3. Categorized sows according to size and breeding season -	____	____
4. Identified size of boars needed for each sow category -	____	____
5. Calculated number of boars needed for sow herd by size -	____	____

Note: Boars eight months to one year of age should not breed more than 10-12 sows per month. Boars one year and older should not breed more than 25 sows in a month.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Sow inventory
Breeding schedule

Resources:

Duty: Breeding Swine	**Duty No.** A
	Task No. 6

Task: Arrange pregnancy check for bred sows and gilts using appropriate techniques and records, to determine pregnant sows and gilts.

Achievement Indicators: The learner:	Yes	No
1. Checked breeding dates -	____	____
2. Tested 45-60 days after breeding -	____	____
3. Conducted test:		
a. restrained animal -	____	____
b. placed tester on left rear section between udder and rear flank -	____	____
c. determined results of test -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Bred sow Breeding schedule Pregnancy tester	

Duty: Breeding Swine	**Duty No.** A
	Task No. 7

Task: Determine when to breed sows and gilts, using appropriate resources, to obtain maximum production.

Achievement Indicators: The learner:	Yes	No
1. Studied production records to establish weight and age of sows and gilts -	____	____
2. Reviewed enterprise goals, breeding system and mating system -	____	____
3. Calculated facilities and equipment capacity -	____	____
4. Observed animals for signs of being in heat -	____	____
5. Selected animals in heat with the desired age, weight and physical condition -	____	____
6. Developed breeding schedule (planned time of farrowing) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Production records Enterprise goals Breeding system Mating system Facilities and equipment inventory	

Duty: Breeding Swine	**Duty No.** A
	Task No. 8

Task: Keep record of due dates for sows and gilts, using appropriate resources, to assure maximum number of live pigs born per litter.

Achievement Indicators: The learner:

	Yes	No
1. Reviewed breeding date for each animal -	____	____
2. Calculated gestation period -	____	____
3. Identified due dates for each animal -	____	____
4. Recorded due dates -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Breeding dates
Record book
Calculator
Calendar
Gestation chart

Resources:

Duty: Breeding Swine	**Duty No.** A
	Task No. 9

Task: Move boar, sows and/or gilts for breeding, using appropriate resources, to obtain optimum breeding efficiency.

Achievement Indicators: The learner:	Yes	No
1. Identified number of sows and/or gilts to be bred -	____	____
2. Preconditioned boars based on mating system -	____	____
3. Erected gates and fences to facilitate movement of animals -	____	____
4. Moved sows and/or gilts and boar to breeding area -	____	____
5. Observed mating -	____	____
6. Returned boar to pen -	____	____
7. Returned sows and/or gilts to pen(s) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Sow inventory Mating system Breeding facilities	

Duty: Breeding Swine	**Duty No.** A
	Task No. 10

Task: Select feeder pigs, using appropriate resources, to acquire healthy and efficient market animals.

Achievement Indicators: The learner:	Yes	No
1. Studied grades of feeder pigs -	____	____
2. Determined quality of feed available -	____	____
3. Determined quantity of feed available -	____	____
4. Calculated number of animals that can be fed out -	____	____
5. Determined market demands -	____	____
6. Selected feeder pigs that met the desired grade based on available feed -	____	____

Criteria: Competence in the task will be recognized when the achivement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Hurdles Gates Scales Livestock markers	

Duty: Caring for Swine	**Duty No.** B
	Task No. 1

Task: Plan goals for swine farm, using appropriate resources, to achieve desired direction for swine enterprise.

Achievement Indicators: The learner:	Yes	No
1. Determined current levels of performance and production -	____	____
2. Reviewed financial records -	____	____
3. Evaluated growth potential based on current levels of performance and production -	____	____
4. Identified areas that need improvement and set priorities -	____	____
5. Developed individual and family goals -	____	____
6. Determined cash income needs -	____	____
7. Calculated cash and/or accrual income sources -	____	____
8. Developed goals compatible with farm and family resources -	____	____
9. Recorded goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Financial records Production records Inventory	

Duty: Caring for Swine	**Duty No.** B
	Task No. 2

Task: Make inventory lists of swine and equipment, using appropriate resources, to maintain up-to-date records.

Achievement Indicators: The learner:	Yes	No
1. Reviewed existing inventory records -	____	____
2. Identified items to be inventoried -	____	____
3. Divided items into either liquid or fixed assets -	____	____
4. Listed each item on inventory sheet by type of asset -	____	____
5. Counted items to be inventoried -	____	____
6. Recorded quantities and description of items -	____	____
7. Categorized all itemized items into liquid and fixed assets -	____	____
8. Filed inventory -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Blank inventory forms	

Duty: Caring for Swine	**Duty No.** B
	Task No. 3

Task: Prepare production and performance records, using appropriate resources, to evaluate efficiency of production.

Achievement Indicators:	The learner:	Yes	No
1.	Reviewed farm goals -	____	____
2.	Identified records needed (pounds of feed consumed, pounds of gain, feed efficiency index, individual production, total production) -	____	____
3.	Revised and selected needed swine production data -	____	____
4.	Selected method of recording data -	____	____
5.	Recorded data for the beginning of the year -	____	____
6.	Made data entries during the year as required by production schedule -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Record books Production data Farm goals Calculator	

Duty: Caring for Swine	**Duty No.** B
	Task No. 4

Task: Remove manure from quarters and pens, using appropriate equipment, to maintain proper health and sanitation.

Achievement Indicators: The learner:

	Yes	No
1. Removed animals from area -	____	____
2. Removed manure by sweeping to concrete spillway -	____	____
3. Washed material away using hose and water under pressure -	____	____
4. Allowed material to drain into concrete spillway -	____	____
5. Allowed quarters to dry -	____	____
6. Returned animals to quarters -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Broom (stiff) Water under pressure Hose Rubber boots Gloves Rubber coveralls Shovel or scraper	

Duty: Caring for Swine	**Duty No.** B
	Task No. 5

Task: Identify animals, using appropriate resources, to obtain a method of keeping records.

Achievement Indicators: The learner:	Yes	No
1. Studied identifying methods -	____	____
2. Learned numbering system for ear notching -	____	____
3. Ear notched pigs and/or tagged pigs -	____	____
4. Recorded numbers in records -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Ear notcher Plastic tags Metal tags Tagging gun Disinfectant	

Duty: Caring for Swine	**Duty No.** B
	Task No. 6

Task: Move brood sows to farrowing quarters, using appropriate resources, to provide a desirable environment for the sow and litter.

Achievement Indicators: The learner:	Yes	No
1. Cleaned and disinfected farrowing quarters -	____	____
2. Selected sows ready for farrowing -	____	____
3. Washed and disinfected sows and treated for external parasites -	____	____
4. Moved sows to farrowing quarters -	____	____
5. Provided clean bedding -	____	____
6. Fed farrowing ration -	____	____
7. Provided clean water -	____	____
8. Provided heat and ventilation for farrowing quarters -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Farrowing house Farrowing crates Water Feed Soap Bedding material Breeding records	

Duty: Caring for Swine	**Duty No.** B
	Task No. 7

Task: Assist sow at farrowing, using appropriate resources, to assure maximum number of live pigs born per litter.

Achievement Indicators: The learner:	Yes	No
1. Observed sow in labor and was able to determine when to assist -	____	____
2. Injected sow with oxyotocin when needed -	____	____
3. Washed hands with soap and disinfectant -	____	____
4. Covered hand with sterile plastic glove -	____	____
5. Lubricated glove -	____	____
6. Inserted hand and determined position of pig -	____	____
7. Positioned pig in the proper presentation -	____	____
8. Slowly pulled front legs as sow labored -	____	____
9. Delivered the pig's head -	____	____
10. Pulled the front legs outward and down toward the udder to deliver the shoulder -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Sow in labor Soap and water Disinfectant Plastic glove Clean rags Syringe Oxyotocin	

Duty: Caring for Swine	**Duty No.** 8
	Task No. 8

Task: Clean newborn animals, using appropriate resources, to obtain healthy pigs.

Achievement Indicators: The learner:	Yes	No
1. Put on plastic gloves -	____	____
2. Picked up newborn pig -	____	____
3. Cleaned mucus and foreign material from mouth and nasal passages -	____	____
4. Checked that animal was breathing -	____	____
5. Wiped pig dry with towel or rag -	____	____
6. Tied navel cord (cut off excess) -	____	____
7. Treated navel cord with iodine -	____	____
8. Placed newborn pig in box or holding area for additional medical procedures -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Plastic gloves Clean towels Heat lamp Portable holding box	

Duty: Caring for Swine	**Duty No.** 8
	Task No. 9

Task: Assist young to nurse, using appropriate resources, to ensure acceptance by the sow and decrease death loss.

Achievement Indicators: The learner:

	Yes	No
1. Observed young pigs for weakness or chilled condition -	____	____
2. Dried young pigs -	____	____
3. Installed a supplemental heat source for pigs -	____	____
4. Inspected sow's udder for teat development and cleanliness -	____	____
5. Placed pig close to sow's udder and put teat in pig's mouth -	____	____
6. Introduced entire litter to sow -	____	____
7. Insured acceptance of pigs by sow -	____	____

Note: Extremely weak pigs may be fed a solution of warm milk and honey by syringe and stomach tube.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Heat lamp Clean cloth	

Duty: Caring for Swine | **Duty No.** B | **Task No.**

Task: Remove afterbirth from sow, using appropriate resources, to assure optimum sow health.

Achievement Indicators: The learner:	Yes	No
1. Observed sow six to eight hours after farrowing -	____	____
Note: Observed for signs of retained placenta:		
a. listlessness -	____	____
b. portion of placenta extending from vagina -	____	____
c. fever -	____	____
d. absence of available milk in teats -	____	____
2. Examined sow for unborn pig or pigs -	____	____
Note: See steps 3 and 4 when there is evidence of unborn pig.		
3. Exerted gentle pull on portion of placenta extending from vagina -	____	____
Caution: If placenta does not move after one gentle pull stop exerting pressure.		
4. Administered medication to induce uterin muscle contraction and release of milk -	____	____
Note: Medication must be administered every four hours.		
5. Examined sow for passage of afterbirth -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Medication
Rubber gloves
Thermometer
Needle and syringe
Veterinarian's recommendations

Resources:

Duty: Caring for Swine	**Duty No.** 8
	Task No. 11

Task: Check mother's milk supply, using appropriate resources, to observe milk flow.

Achievement Indicators: The learner:	Yes	No
1. Felt udder for temperature or hardness -	____	____
2. Checked teats for milk supply -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Sow that just farrowed	

Duty: Caring for Swine	**Duty No.** B
	Task No. 12

Task: Move pigs to small litters, using appropriate resources, to assure ample milk supply and uniform litter size.

Achievement Indicators: The learner:	Yes	No
1. Observed sows and litters -	____	____
2. Identified litters that needed to be adjusted -	____	____
3. Insured that pigs are identified -	____	____
4. Selected pigs to be moved -	____	____
5. Moved pigs -	____	____
6. Observed sows to ensure acceptance of pigs -	____	____
7. Recorded identification of pigs moved -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Ear notching equipment Farrowing records Performance records	

Duty: Caring for Swine	**Duty No.** B
	Task No. 13

Task: Wean animals, using appropriate resources, to maintain proper breeding schedule.

Achievement Indicators: The learner:	Yes	No
1. Identified age to wean pigs -	____	____
Note: Younger pigs require more management.		
2. Separated sow from pigs -	____	____
3. Reduced feeding level to sow -	____	____
4. Provided complete feed ration and water for pigs and sow -	____	____
5. Provided suitable environment for pigs weaned -	____	____
6. Observed pigs for stress symptoms; e.g., scours, cough, etc. -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feeder Waterers Medication Pens	

Duty: Caring for Swine	**Duty No.** B
	Task No. 14

Task: Record weaning weights of pigs, using appropriate resources, to maintain good breeding records.

Achievement Indicators: The learner:	Yes	No
1. Recorded number and weights of pigs by litter -	____	____
2. Calculated adjusted 21-day weights and sow productivity index -	____	____
3. Recorded adjusted weight of pigs -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Record forms Calculator Farrowing data Weaning weight data	

Duty: Caring for Swine	**Duty No.** B
	Task No. 15

Task: Weigh animals, using appropriate resources, to maintain good breeding records.

Achievement Indicators: The learner:	Yes	No
1. Identified animals to be weighed -	____	____
2. Moved animals to holding pens -	____	____
3. Prepared scales and checked for accuracy -	____	____
4. Weighed animals and recorded weight -	____	____
5. Returned animals to herd lot -	____	____

Caution: Made sure animals were returned to same lot from which they were removed.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Scales Holding pen Record forms	

Duty: Caring for Swine	**Duty No.** B
	Task No. 16

Task: Move feeder animals to feedlot, using appropriate resources, to reduce labor and change feeding procedure.

Achievement Indicators: The learner:	Yes	No
1. Identified age and size of pigs to be moved -	____	____
2. Calculated number of pigs facilities would accommodate -	____	____
3. Identified best mode of transporting -	____	____
4. Selected ration to feed after moving -	____	____
5. Checked watering and feeding environment -	____	____
6. Provided dry, warm, well-ventilated sleeping quarters -	____	____
7. Moved pigs -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Loading chute Truck or other hauling equipment Feedlot Hurdles	

Duty: Caring for Swine	**Duty No.** 8
	Task No. 17

Task: Fill out application for registration with purebred association, using appropriate resources, to acquire registration papers on animals.

Achievement Indicators: The learner:	Yes	No
1. Reviewed application -	____	____
2. Assembled requested data for each animal to be registered -	____	____
3. Entered information on application -	____	____
4. Mailed application to appropriate purebred association -	____	____
5. Filed registration papers returned from purebred association -	____	____

Criteria: Competence in the task will be recognized when the registration is accepted by the breed association.

Tools and Equipment:	**Resources:**
Application for appropriate purebred association Data on swine System established for naming animals	

Duty: Caring for Swine	**Duty No.** B
	Task No. 18

Task: Disposed of unused chemicals and drugs, using appropriate resources, to assure safety on the farm.

Achievement Indicators: The learner:	Yes	No
1. Read label carefully -	____	____
2. Reviewed local, state and federal hazardous waste regulations -	____	____
3. Determined class of content from label -	____	____
4. Determined disposal classification of container -	____	____
5. Identified alternative disposal procedures based on:		
a. class of chemical -	____	____
b. class of container -	____	____
6. Selected appropriate disposal procedure:		
a. bury -	____	____
b. incinerate -	____	____
c. return to manufacturer for reuse -	____	____
7. Disposed of unused chemicals -	____	____

Criteria: Competence in this task will be recognized when the achievement indicators are performed in accordance with the state and local health regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Incinerator State and federal hazardous waste management regulations Chemical labels	

Duty: Caring for Swine	**Duty No.** 8
	Task No. 19

Task: Store chemicals, inflammable materials and medications, using appropriate resources, to assure safety on the farm.

Achievement Indicators: The learner:	Yes	No
1. Read label for storage requirements -	____	____
2. Prepared the storage area:		
a. install a locking mechanism -	____	____
b. provide recommended temperature, moisture and ventilation -	____	____
c. install required warning signs -	____	____
4. Inspected containers for leaks or corrosion -	____	____
5. Attached complete labels to substitute containers -	____	____
6. Inventoried all items -	____	____
7. Placed items in designated areas -	____	____
8. Locked storage area -	____	____

Criteria: Competence in this task will be recognized when the achievement indicators are performed in accordance with safety rules and in accordance with product labels.

Tools and Equipment:	**Resources:**
Metal cabinet Lock Blank labels Permanent markers	

Duty: Feeding Swine	**Duty No.** C
	Task No. 1

Task: Prepare ration for hogs, using appropriate equipment, to obtain maximum growth and efficiency.

Achievement Indicators: The learner:	Yes	No
1. Identified life stage of animals to be fed -	____	____
2. Identified possible feedstuffs -	____	____
3. Selected feedstuffs to be used -	____	____
Note: Selection should be based on the following factors:		
a. life stage of animal -	____	____
b. availability -	____	____
c. cost -	____	____
d. ease of feeding -	____	____
e. nutritional value -	____	____
4. Calculated amount of ingredients required (balanced the ration) -	____	____
5. Mixed ingredients -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Feed ingredients Feed publications Scales Mixing and grinding equipment	

Duty: Feeding Swine	**Duty No.** C
	Task No. 2

Task: Prepare swine feeding records, using appropriate resources, to determine the profitability of the swine enterprise.

Achievement Indicators: The learner:	Yes	No
1. Determined records to be kept:		
a. total grain consumed -	____	____
b. total commercial feed used -	____	____
c. total pounds of pork produced -	____	____
d. beginning and ending inventories -	____	____
2. Made record entries either for total enterprise or by stage of life cycle -	____	____
3. Calculated amount and cost of feed fed per pounds of pork produced -	____	____

Note: This can be done per animal or by enterprise.

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Record forms Feed inventory records Swine feeding data	

Duty: Feeding Swine	**Duty No.** C
	Task No. 3

Task: Select feeding methods, using appropriate procedures, to increase labor efficiency.

Achievement Indicators: The learner:	Yes	No
1. Identified kinds of swine to be fed -	____	____
2. Calculated number of animals to be fed -	____	____
3. Identified kind of ration to be fed -	____	____
4. Evaluated availability and cost of equipment -	____	____
5. Identified applicable feeding systems -	____	____
6. Evaluated applicable feeding systems -	____	____
7. Selected feeding system -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feeding publications Feeding equipment publications Calculator Financial records	

Duty: Feeding Swine	**Duty No.** C
	Task No. 4

Task: Calculate cost of gain on feeder pig operation, using appropriate resources, to determine profitability of the enterprise.

Achievement Indicators: The learner:	Yes	No
1. Calculated pounds of total gain per pig or group of pigs -	____	____
2. Adjusted total pounds of gain for death loss -	____	____
3. Calculated amount and value of total feed consumed per pig or group of pigs -	____	____
4. Calculated all non-feed components per pig or group of pigs including labor, utilities, housing, bedding and equipment -	____	____
5. Added total cost of feed consumed and total non-feed cost -	____	____
6. Divided total cost by total pounds gained to obtain cost per pound of gain -	____	____
7. Recorded actual adjusted total pounds of gain -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Financial records Productions records	

Duty: Feeding Swine

Duty No. C

Task No. 5

Task: Calculate cost of rations and feed mixtures, using appropriate resources, to determine least cost for optimum efficiency.

Achievement Indicators: The learner:	Yes	No
1. Listed feed ration ingredients or commercial feeds fed -	____	____
2. Calculated cost per pound of feed ingredients used or cost of a commercial complete mixed ration -	____	____
3. Multiplied pounds of each feed ingredient in ration by value of ingredient per CWT, or multiply required pounds of commercial complete ration by cost per pound -	____	____
4. Summed the cost of all ingredients for total cost of ration -	____	____
5. Recorded and verified total cost of rations and feed mixtures -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Calculator
Ration ingredient price list
Quantity and weight conversion table
List of feed ration ingredients

Resources:

Duty: Feeding Swine	**Duty No.** C
	Task No. 6

Task: Creep feed pigs, using appropriate resources, to assure desired performance.

Achievement Indicators: The learner:	Yes	No
1. Determined size and age of pigs -	____	____
2. Determined condition of pigs -	____	____
3. Calculated nutrient/antibiotic needs -	____	____
4. Mixed or purchased feed -	____	____
5. Installed self feeders -	____	____
6. Adjusted feeder to prevent wastage -	____	____
7. Fed litters -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Feed charts Weight/age of animal Creep feeders Creep feed	

Duty: Feeding Swine	**Duty No.** C
	Task No. 7

Task: Feed hogs using self-feeder, using appropriate equipment, to decrease labor input.

Achievement Indicators: The learner:	Yes	No
1. Verified feed holding capacity of self-feeder -	____	____
2. Calculated number of pigs that can be fed by the feeder -	____	____
3. Moved feeder to desired feeding location -	____	____
4. Filled self-feeder with feedstuffs -	____	____
5. Set adjustments to prevent feed wastage -	____	____
6. Observed pigs to see if they were using feeder correctly and receiving desired quantities of feed -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Self-feeder Hand tools for adjustments Feedstuff	

Duty: Feeding Swine	**Duty No.** C
	Task No. 8

Task: Adjust self-feeders for swine, using appropriate methods, to ensure adequate feed flow.

Achievement Indicators: The learner:	Yes	No
1. Examined feeder to determine amount of feed wasted -	____	____
2. Read owner's service manual for adjustment instructions -	____	____
3. Selected hand tools -	____	____
4. Adjusted self-feeder -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Owner's service manual Hand tools Lubricating material	

Duty: Feeding Swine	**Duty No.** C
	Task No. 9

Task: Determine feeding and watering space requirements, using appropriate resources, to ensure adequate feed and water.

Achievement Indicators: The learner:	Yes	No
1. Calculated feeder space requirements for one animal -	____	____
2. Calculated watering space requirements for one animal -	____	____
3. Determined number of animals to be fed and watered -	____	____
4. Multiplied total number of animals by feeder space requirements for one animal -	____	____
5. Multiplied total number of animals by watering space requirements for one animal -	____	____
6. Recorded feeding and watering space requirements based on calculations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
References Feeders Waterers Calculator	

Duty: Feeding Swine	**Duty No.** C
	Task No. 10

Task: Examine feedstuffs for mold and spoilage, using appropriate techniques, to ensure health of animal.

Achievement Indicators: The learner:	Yes	No
1. Examined feedstuffs for off color, hot areas, or sprouted grains -	____	____
2. Inspected grain using a black light -	____	____
3. Measured the moisture content of feed or feed ingredients -	____	____
4. Removed molded, spoiled and contaminated feed and feed ingredients from storage areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Black light Moisture meter Feedstuffs Grain probe	

Duty: Feeding Swine	**Duty No.** C
	Task No. 11

Task: Service bulk feed handling equipment, using approved methods, to extend life of equipment.

Achievement Indicators: The learner:	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed bulk feed handling equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that need replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Ensured equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Service manual Adjustable wrenches Lubricant Repair parts Grease gun Broom or brush Shovel	

Duty: Feeding Swine	**Duty No.** C
	Task No. 12

Task: Service grinding and mixing equipment, using approved methods, to extend life of the equipment.

Achievement Indicators: The learner:	Yes	No
1. Reviewed owner's service manual -	____	____
2. Observed grinding and mixing equipment in operation -	____	____
3. Removed all dirt and feed particles -	____	____
4. Inspected all moving and nonmoving parts -	____	____
5. Identified worn or broken parts that need replacing -	____	____
6. Obtained replacement parts -	____	____
7. Made repairs and adjustments -	____	____
8. Lubricated moving parts -	____	____
9. Ensured grinding and mixing equipment was operating -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Adjustable wrenches Service manual Lubricant Repair parts Grease gun Broom or brush Shovel	-

Duty: Feeding Swine	**Duty No.** C
	Task No. 13

Task: Order feed, using appropriate procedures, to maintain adequate inventory.

Achievement indicators: The learner:	Yes	No
Contract Grower		
1. Monitored feed supply at farm -	____	____
2. Placed order for feed one or two working days prior to scheduled pickup, specifying type, quantity, and date needed -	____	____
Independent Grower		
1. Negotiated a feed supply contract with feed manufacturer or supplier -	____	____
2. Monitored feed inventory level -	____	____
3. Placed order for feed one or two working days prior to scheduled pickup -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Low feed inventory Phone Feed manufacturer/supplier	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 1

Task: Clean swine pens and housing, using appropriate resources, to assure proper sanitation.

Achievement Indicators: The learner:	Yes	No
1. Swept, dusted, and removed cob webs -	____	____
2. Removed foreign materials (soil, manure, straw, etc.) -	____	____
3. Washed and scrubbed all surfaces -	____	____
4. Allowed building to dry -	____	____
5. Disinfected with disinfectant -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Scraper; broom; shovel; wheelbarrow; water; bucket; rubber gloves; rubber boots; goggles; disinfectant; hose; pressure washer	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 2

Task: Disinfect buildings and equipment, using appropriate resources, to assure proper sanitation.

Achievement Indicators: The learner:	Yes	No
1. Removed all animals from buildings -	____	____
2. Cleaned buildings and equipment -	____	____
3. Selected the disinfectant -	____	____
4. Calculated quantity of disinfectant needed -	____	____
5. Washed disinfectant applicator -	____	____
Note: A new applicator may require rinsing with clean water.		
6. Mixed disinfectant solution according to manufacturer's specifications -	____	____
7. Filled applicator with disinfectant solution -	____	____
8. Applied disinfectant solution to buildings and equipment -	____	____
Note: Allowed buildings to remain idle three days to three weeks before using again.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Bucket Measuring container Disinfectant applicator (sprinkling can or pressure sprayer) Rubber gloves Rubber boots Protective glasses	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 3

Task: Apply insecticides in buildings, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Removed animals from building -	____	____
Note: May not be required with some chemicals.		
2. Identified type of insecticide needed -	____	____
3. Calculated quantity of insecticide required -	____	____
4. Obtained insecticide -	____	____
Caution: Read carefully insecticide label before applying.		
5. Placed insecticide in applicator -	____	____
6. Applied insecticide to buildings -	____	____
Note: Read manufacturer's recommendations regarding length of time buildings should be left idle.		

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Measuring containers Insecticide applicator Insecticide Protective clothing	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 4

Task: Disinfect boots and clothing, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Selected disinfectant -	____	____
2. Read instructions on disinfectant label -	____	____
3. Measured recommended quantities of disinfectant and mixed with recommended carrier agent -	____	____
4. Obtained a clean change of boots and clothing -	____	____
5. Cleaned contaminated boots with disinfecting solution and washed clothes as usual -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Bucket or large pan Measuring container Stiff brush Water hose Water pressure nozzle Disinfectant	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 5

Task: Plan a parasite control program, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Planned general health program for swine operation. The plan should have included consideration of the following areas:		
a. physical plant design and layout -	____	____
b. building and equipment sanitation practices -	____	____
c. pasture rotation system -	____	____
d. modes of transmission for parasites -	____	____
e. handling of animal waste and bedding -	____	____
f. handling of newly purchased animals -	____	____
2. Identified parasites common to geographic area -	____	____
3. Identified recommended treatments for common parasitic problems -	____	____
4. Planned specific treatment schedules according to life cycle of organism -	____	____
5. Planned a parasite control program -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Vet handbook Parasite identification handbook Reference books (Parasite Control)	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 6

Task: Examine hogs for external parasites, using appropriate resources, to determine a herd parasite control program.

Achievement Indicators:	The learner:	Yes	No
1.	Observed hogs' appearance, thriftiness and haircoat -	____	____
2.	Isolated animals that show symptoms of external parasite infestation -	____	____
3.	Examined animal to identify parasitic organism -	____	____
4.	Identify stage of organism's life cycle -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Reference (current recommendations for external parasite control) Isolation quarters Rubber gloves	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 7

Task: Dust swine, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Examined pigs to determine which ones needed treating -	____	____
2. Isolated infested pigs by putting in a confined area -	____	____
3. Selected insecticide dust -	____	____
Caution: Carefully read label instructions.		
4. Inspected and cleaned dust applicator -	____	____
5. Filled applicator with insecticide dust -	____	____
Caution: Wore protective clothing and protective mask.		
6. Applied insecticide dust to the pigs according to insecticide manufacturer's recommendations -	____	____
7. Returned treated pigs to herd -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Protective mask Protective clothing Dust applicator Insecticide dust Farrowing dates	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 8

Task: Spray swine, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Examined hogs to determine which animals needed spraying -	____	____
2. Isolated infested animals -	____	____
3. Selected pesticide -	____	____
4. Inspected, cleaned, and calibrated spray applicator -	____	____
5. Mixed pesticide with recommended carrier agent in accordance with manufacturer's specifications -	____	____
6. Filled spray applicator -	____	____
7. Sprayed swine -	____	____
8. Disposed of excess pesticide solution in safe place -	____	____
9. Cleaned and stored spray applicator -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Protective clothing Goggles Spray applicator Pesticide Isolation facilities	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 9

Task: Examine hogs for internal parasites, using appropriate resources, to determine a herd parasite program.

Achievement Indicators: The learner:	Yes	No
1. Observed hogs' appearance, thriftiness and haircoat -	____	____
2. Considered age of animals to see if they are large enough -	____	____
3. Collected manure sample for laboratory test -	____	____
4. Studied laboratory test report -	____	____
5. Identified hogs with internal parasites -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Specimen containers Shovel Identification labels	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 10

Task: Worm hogs, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Determined weight and/or age of animals -	____	____
2. Selected type of treatment:		
a. water medication -	____	____
b. dry feed medication -	____	____
3. Mixed medication as per instruction -	____	____
4. Added to feed and/or water -	____	____
5. Observed animals after treatment for passage of worms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Scales Worm medicine Feeders Waterers	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No.

Task: Plan a disease control program, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Planned general health program for swine operation. The plan should include consideration of the following areas:		
a. physical plant design and layout -	____	____
b. building and equipment sanitation practices -	____	____
c. modes of transmission for disease organisms -	____	____
d. handling of animal waste and bedding -	____	____
e. handling of newly purchased animals -	____	____
2. Identified diseases common to geographic area -	____	____
3. Categorized diseases according to life stage with which they are associated -	____	____
a. breeding animals -	____	____
b. farrowing to weaning -	____	____
c. weaning to market -	____	____
d. feeder pigs -	____	____
4. Identified recommended treatments for common diseases -	____	____
5. Planned specific treatment schedules according to life stages -	____	____
6. Planned a disease control program including routine vaccination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:

Vet handbook
Disease identification book
References (Disease Control)

Resources:

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 12

Task: Administer medication by injection, using appropriate instruments, to treat sick animal.

Achievement Indicators: The learner:	Yes	No
1. Read medication label -	____	____
2. Identified method of injection (intramuscular, sub-cutaneous, or intravenous) -	____	____
3. Selected large muscle mass; e.g. side or neck -	____	____
4. Cleaned injection site -	____	____
5. Inserted needle -	____	____
6. Injected medication -	____	____
7. Withdrew needle -	____	____
8. Massaged injection area to avoid backtracking of the medication -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Antiseptic Needle Syringe Medication Squeeze chute or pig holder	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 13

Task: Administer oral medication, using appropriate equipment, to treat sick animal.

Achievement Indicators:	The learner:	Yes	No
1.	Prepared pigs' quarters for administering medicine -	____	____
2.	Mixed prescribed medication with water in accordance with label instructions -	____	____
3.	Cut off other sources of water -	____	____
4.	Provided access to water containing prescribed medication -	____	____
5.	Observed hogs to insure consumption of medication over the correct time span -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Water medicator Measuring containers Hog waterers Agitating device Oral medication	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 14

Task: Apply medication to cuts and bruises, using appropriate resources, to treat injured animal.

Achievement Indicators: The learner:	Yes	No
1. Inspected hogs for cuts or bruises -	____	____
2. Separated injured animals from herd -	____	____
3. Consulted with the veterinarian -	____	____
4. Obtained recommended medication -	____	____
5. Restrained animal -	____	____
6. Cleaned injured area -	____	____
7. Applied medication -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Squeeze chute or snare Medication Soap Water Clean cloth	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 15

Task: Treat hogs for contagious diseases, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Observed hogs' appearance, thriftiness and temperament -	____	____
2. Isolated animals suspected of having a contagious disease -	____	____
3. Contacted veterinarian for diagnostic assistance -	____	____
4. Collected blood sample, for analysis -	____	____
Note: This process usually is performed by veterinarian.		
5. Identified disease to be treated -	____	____
6. Obtained correct medication in accordance with veterinarian's recommendation -	____	____
7. Administered medication in accordance with manufacturer's specifications and veterinarian's recommendations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Isolation facility Specimen container Veterinary recommendations	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 16

Task: Treat hogs for scours, using appropriate resources, to cure sick animal.

Achievement Indicators: The learner:	Yes	No
1. Observed pigs to determine which ones needed treating -	____	____
2. Segregated affected animal -	____	____
3. Obtained fecal sample -	____	____
4. Sent sample to veterinarian for analysis -	____	____
5. Identified causitive organism -	____	____
6. Selected medication in accordance with veterinarian's recommendations -	____	____
7. Administered medication orally or by injection in accordance with veterinarian's recommendations -	____	____
8. Observed pigs two to three times daily to evaluate effectiveness of treatment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Facility to segregate affected animals Specimen container Medication Medication dispenser (oral or injection) Holding equipment	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 17

Task: Vaccinate animals, using appropriate resources, to assure proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Separated hog from herd -	____	____
2. Restrained hog in squeeze chute or pig holder -	____	____
3. Read vaccine label carefully -	____	____
4. Prepared vaccine and loaded syringe in accordance with veterinary recommendations -	____	____
Caution: Check syringe for air bubbles.		
5. Selected injection site -	____	____
6. Cleaned injection site -	____	____
7. Inserted needle two-thirds the length of the needle -	____	____
8. Injected vaccine -	____	____
9. Withdrew needle -	____	____
10. Massaged injection area to avoid backtracking of the vaccine -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Squeeze chute or pig holder Syringe Needle Alcohol Vaccine	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 18

Task: Clip naval, using appropriate resources, to prevent infection of newborn.

Achievement Indicators: The learner:	Yes	No
1. Obtained scissors, string and tincture of iodine -	____	____
2. Separated pig from sow -	____	____
3. Placed pig in holding box or basket -	____	____
4. Tied naval cord -	____	____
5. Clipped naval cord -	____	____
6. Treated naval cord with tincture of iodine -	____	____
7. Returned pig to sow -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
String Tincture of iodine Scissors	

Duty: Maintaining Swine Health | **Duty No.** D | **Task No.** [redacted]

Task: Give iron shots, using appropriate equipment, to assure proper blood formation of young pig.

Achievement Indicators: The learner:	Yes	No
1. Placed pigs in basket or box and removed from area of the sow -	____	____
2. Attached hypodermic needle to syringe -	____	____
3. Sterilized syringe and needle -	____	____
4. Loaded syringe -	____	____
a. shook bottle or iron compound -	____	____
b. read label to determine correct doseage -	____	____
Note: Iron toxicity may occur if doseage recommendations are not followed.		
c. inserted needle through rubber seal in top of bottle -	____	____
d. turned bottle upside down and held it and syringe together in one hand -	____	____
e. using other hand, pulled plunger back to desired doseage -	____	____
f. removed syringe from bottle -	____	____
g. checked again for air bubbles. If air bubbles were present, reinserted needle, pushed the plunger and began again -	____	____
5. Removed pig from basket or box -	____	____
6. Cleaned injection area with 70% ethyl alcohol -	____	____
7. Using thumb, forced skin of injection area to one side to prevent runback of iron -	____	____
8. Inserted needle into ham muscle at its thickest point -	____	____
Caution: Did not hit the bone of the pig.		
9. Pushed plunger in and removed needle from pig -	____	____

The learner:	Yes	No
10. Returned pig to sow -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:

Hypodermic needle
70% ethyl alcohol
Bushel basket or cardboard box
Injectable iron compound
Syringe

Resources:

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 20

Task: Ear notch, using appropriate equipment, to maintain an identification system for all animals.

Achievement Indicators: The learner:	Yes	No
1. Determined litter and pig number -	____	____
2. Sterilized ear notcher -	____	____
3. Removed pig from pen/crate -	____	____
4. Cleaned ear with alcohol -	____	____
5. Notched litter number in right ear -	____	____
6. Notched pig number in left ear -	____	____
7. Returned pig to pen/crate -	____	____

Criteria: Competence in this task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Baby pigs Ear notcher Alcohol Ear notching chart	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 21

Task: Cut tails on feeder pigs, using appropriate equipment, to prevent tail biting in older hogs.

Achievement Indicators: The learner:	Yes	No
1. Obtained side cutting pliers and box or basket -	____	____
2. Separated pig from sow -	____	____
3. Grasped pig firmly with rear end up -	____	____
4. Cut off tail one-half to one inch from body -	____	____
Caution: Did not use a very sharp instrument such as a knife or scalpel.		
5. Swabbed tail with recommended wound spray or antiseptic -	____	____
6. Returned pig to sow -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Side cutting pliers or blunt pinchers Antiseptic or wound spray Container for holding pig	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 22

Task: Clip needle teeth, using appropriate equipment, to prevent injury to litter and sow.

Achievement Indicators: The learner:	Yes	No
1. Obtained side cutting pliers and a box or basket -	____	____
2. Separated pigs from sow -	____	____
3. Placed pigs in box or basket -	____	____
4. Held pig in one hand, used thumb or finger to push back pig's lips -	____	____
5. Clipped each tooth -	____	____
Caution: Avoided injuring pig's lips or gums.		
6. Returned pigs to sow -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Side cutting pliers Box or basket	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 23

Task: Castrate animals, using appropriate equipment, to prepare for the feed lot.

Achievement Indicators: The learner:	Yes	No
1. Obtained a sharp knife or scalpel -	____	____
2. Separated pigs from sow -	____	____
3. Grasped pig by hind legs -	____	____
4. Placed pig's shoulders between holder's knees -	____	____
5. Disinfected incision area -	____	____
6. Pulled down one testicle at a time so that skin of scrotum was tight over the testicle -	____	____
7. Made incision at bottom of scrotum -	____	____
8. Removed testicles through incision -	____	____
9. Applied antiseptic and fly repellent over the wound -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Knife or scalpel Disinfectant solution Antiseptic powder Pig holder	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 24

Task: Detusk boars, using appropriate equipment, to prevent injury to sow herd and farmer.

Achievement Indicators: The learner:	Yes	No
1. Obtained required equipment and supplies -	____	____
2. Restrained boar's head -	____	____
3. Held boar's mouth open with piece of wood -	____	____
4. Cut off tusk -	____	____
5. Removed sharp or jagged pieces of tusk -	____	____
6. Released boar's head -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Hacksaw or bolt cutter Nose snare or head gate Short piece of pine wood	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 25

Task: Isolate newly purchased animals for observation, using appropriate resources, to maintain proper herd health.

Achievement Indicators:

The learner:	Yes	No
1. Cleaned and disinfected isolation quarters -	____	____
2. Placed newly purchased animal in isolation quarters -	____	____
3. Provided water and feed -	____	____
4. Tested animal for disease -	____	____
5. Introduced market gilt or others with animal purchased -	____	____
6. Observed for change in health condition -	____	____
7. Retested for disease if problems occurred -	____	____
8. Moved newly purchased animal to herd -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Pen or pasture Water supply Feed supply Shelter	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 26

Task: Separate sick, weak or injured animals, using appropriate resources, to help maintain proper herd health.

Achievement Indicators: The learner:	Yes	No
1. Identified sick, weak or injured animals -	____	____
2. Determined extent of sick, weak or injured condition -	____	____
3. Moved animals away from other animals -	____	____
Note: The physical condition of the animal may require the use of a tractor and carriage.		
4. Provided quarters for animals taking into consideration:		
a. temperature of quarters -	____	____
b. water supply -	____	____
c. feed supply -	____	____
d. bedding -	____	____
e. ventilation -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Tractor Rope Tractor carriage	

Duty: Maintaining Swine Health	**Duty No.** D
	Task No. 27

Task: Dispose of dead animals, using appropriate resources, to maintain a proper health herd program.

Achievement Indicators: The learner:	Yes	No
1. Removed dead animals from building or pasture -	____	____
2. Buried animals or placed in incinerator -	____	____
Note: Area where dead animal was lying must be disinfected regardless of disposal procedure selected.		
OR		
3. Called dead animal disposal service -	____	____
OR		
4. Took dead animals to diagnostic lab -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Shovel Incinerator Post hold digger Rope Wagon Tractor or truck	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 1

Task: Plan housing for farrowing and finishing, using appropriate resources, to ensure proper protection from the elements and facilitate handling.

Achievement Indicators: The learner:	Yes	No
1. Determined number of animals to be housed -	____	____
2. Determined housing size -	____	____
3. Determined ventilation rate -	____	____
4. Determined feeding and water facilities -	____	____
5. Determined waste disposal -	____	____
6. Determined feed storage needs and facilities -	____	____
7. Developed floor plan -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Reference books a. housing b. ventilation c. feed and water d. floor plans	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 2

Task: Clean and adjust waterers for swine, using appropriate methods, to ensure adequate water supply.

Achievement Indicators: The learner:	Yes	No
1. Observed water level -	____	____
2. Removed top cover and set float -	____	____
3. Removed drain plug -	____	____
4. Brushed inside clean -	____	____
5. Replaced drain plug -	____	____
6. Refilled with water -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Hand tools Long handle brush Owner's service manual	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 3

Task: Construct feed troughs, using appropriate resources, to provide adequate feed space.

Achievement Indicators: The learner:	Yes	No
1. Calculated feeding requirements -	____	____
2. Reviewed plans -	____	____
3. Selected materials -	____	____
4. Cut materials to specifications -	____	____
5. Constructed trough -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Plans; lumber; saw; hammer; nails; measuring tape; tri-square; bolts; brace and bit	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 4

Task: Construct self-feeder, using appropriate resources, to provide adequate feeding space.

Achievement Indicators: The learner:	Yes	No
1. Determined size needed -	____	____
2. Selected or drew a plan -	____	____
3. Secured material needed -	____	____
4. Cut out pieces -	____	____
5. Constructed feeder -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Saw Nails Wood Hammer Paint Square Safety glasses	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 5

Task: Install self-feeders, using appropriate methods, to increase labor efficiency.

Achievement Indicators: The learner:	Yes	No
1. Calculated volume of feed required -	____	____
2. Calculated number of feeders needed -	____	____
3. Identified areas for feeders to be placed -	____	____
4. Moved feeders to designated areas -	____	____
5. Prepared area for feeder, either concrete or wooden platform -	____	____
6. Anchored feeder -	____	____
7. Filled feeder -	____	____
8. Adjusted feeder -	____	____
9. Observed animals to insure proper use -	____	____
10. Inspected for feed wastage -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Hog inventory or feedlot count Adjustable wrenches Tractor Chain or rope Level Anchors Masonary drill	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 6

Task: Construct farrowing pen, using appropriate materials, to ensure safety of baby pigs.

Achievement Indicators: The learner:	Yes	No
1. Determined size of pen needed -	____	____
2. Designed pen layout -	____	____
3. Secured materials needed -	____	____
4. Cut out materials -	____	____
5. Built pen -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Saw Nails Wood Hammer Square Safety glasses	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 7

Task: Construct farrowing crates, using appropriate materials, to ensure safety for baby pigs.

Achievement Indicators: The learner:	Yes	No
1. Determined size of crate needed -	____	____
2. Designed crate -	____	____
3. Secured material needed -	____	____
4. Cut out material -	____	____
5. Built crate -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Saw Nails Wood Hammer Paint Square Safety glasses	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 8

Task: Construct loading chutes, using appropriate materials, to obtain maximum labor efficiency.

Achievement Indicators: The learner:	Yes	No
1. Reviewed plans -	____	____
2. Identified type of chute to be constructed (portable or stationary) -	____	____
3. Selected materials -	____	____
4. Prepared materials -	____	____
5. Constructed chutes -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Brace and bit Plans Lumber Hammer Nails Bolts Saw Measuring tape Tri-square	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 9

Task: Construct show hurdle.

Achievement Indicators:	The learner:	Yes	No
1.	Designed type wanted -	____	____
2.	Secured material needed -	____	____
3.	Cut out materials -	____	____
4.	Constructed hurdle -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Saw Nails Hammer Paint Wood Safety glasses	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 10

Task: Plan waste disposal system, using appropriate resources, to obtain an efficient, cost-effective waste handling system.

Achievement Indicators: The learner:	Yes	No
1. Consulted local, state and federal environmental regulations -	____	____
2. Consulted with local Agricultural Stabilization Conservation Service and/or Soil Conservation Service -	____	____
3. Considered geographic location -	____	____
4. Determined what type of waste disposal system was the most practical -	____	____
5. Determined size of system needed -	____	____
6. Determined the location of physical unit -	____	____
7. Determined how the facility should be equipped -	____	____
8. Determined future expansion plans -	____	____
9. Submitted plan for approval to proper local and state agencies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed in accordance with the state and local regulations and in accordance with product labels.

Tools and Equipment:	**Resources:**
Calculator Facility blueprints Local, state and federal ordinances Soil Conservation Plan	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 11

Task: Remove wastes, using appropriate equipment, to provide proper health and sanitation.

Achievement Indicators: The learner:	Yes	No
1. Transferred waste to field delivery system -	____	____
a. by hand with a pitchfork and/or shovel -	____	____
b. mechanical barn cleaner -	____	____
2. Transferred waste to storage with periodic removal to fields -	____	____
a. lagoon -	____	____
b. slurry tank -	____	____
3. Replaced all safety gates, lids, covers, etc. -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Alley scrapers; gutter cleaners; manure stacker; pitch fork; shovel; skid loader; tractor with rear mounted blade; transfer pump	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 12

Task: Apply wastes to fields, using appropriate equipment, to transport in an efficient, cost-effective and pollution-free manner.

Achievement Indicators: The learner:	Yes	No
1. Applied liquid manure:		
a. tank spreader -	____	____
b. irrigation system -	____	____
2. Applied semi-solid manure:		
a. tank spreader -	____	____
b. irrigation system -	____	____
c. semi-solid manure spreader -	____	____
3. Applied solid manure -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Agitation device; conventional box-type spreader; front-end loader; irrigation and pumping equipment; liquid manure pumps; liquid manure spreader; semi-solid manure spreaders; tractor	

Duty: Maintaining Swine Facilities	**Duty No.** E
	Task No. 13

Task: Inspect buildings, using appropriate procedures, to determine the needed repairs.

Achievement Indicators: The learner:	Yes	No
1. Reviewed health and safety regulations -	____	____
2. Identified buildings to be inspected -	____	____
3. Inspected buildings -	____	____
4. Identified health and safety hazards and needed repairs -	____	____
5. Recorded findings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Clip board Record sheets	

Duty: Marketing Swine	**Duty No.** F
	Task No. 1

Task: Plan marketing schedule, using appropriate resources, to ensure maximum profit.

Achievement Indicators: The learner:	Yes	No
1. Identified available markets -	____	____
2. Reviewed current market prices and future forecasts -	____	____
3. Determined desired weight of market animals -	____	____
4. Calculated total pounds animals needed to gain -	____	____
5. Calculated rate of gain per day -	____	____
6. Divided pounds to be gained by gain per day to determine number of days to reach market weight or to identify market date -	____	____
7. Recorded projected market dates -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Scales Calculator Production records Current market reports and forecasts	

Duty: Marketing Swine	**Duty No.** F
	Task No. 2

Task: Calculate expected returns and profits on sales, using appropriate resources, to make financial decisions.

Achievement Indicators: The learner:	Yes	No
1. Itemized and summed cash production expenditures including cost of purchased animals and value of home grown grains -	____	____
2. Itemized and summed noncash production expenditures including depreciation and unpaid labor -	____	____
3. Itemized and summed sources of cash income -	____	____
4. Adjusted cash income and cash production expenses to account for changes in inventory values of animals and production inputs -	____	____
5. Subtracted adjusted cash production inputs from adjusted cash income to obtain net cash returns -	____	____
6. Subtracted noncash production expenses from net cash returns to obtain net returns -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Financial records Production records Marketing records	

Duty: Marketing Swine	**Duty No.** F
	Task No. 3

Task: Calculated shrinkage, using appropriate resources, to determine actual marketing weights.

Achievement Indicators: The learner:	Yes	No
1. Obtained weight of animals at the feed lot -	____	____
2. Obtained weight of animals at market scales -	____	____
3. Calculated shrinkage -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Calculator Scales Sales slips	

Duty: Marketing Swine	**Duty No.** F
	Task No. 4

Task: Estimate market grades, using appropriate resources, to meet the demands of the consumer.

Achievement Indicators: The learner:	Yes	No
1. Studied characteristics of each grade -	____	____
2. Learned parts of hog's body -	____	____
3. Segregated animals to be graded -	____	____
4. Observed animal's characteristics -	____	____
5. Marked animal -	____	____
6. Recorded estimated grade on grading card -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
USDA standard grade chart Compensation chart Colored marker Swine grading cards Holding pens	

Duty: Marketing Swine	**Duty No.** F
	Task No. 5

Task: Select markets, using appropriate resources, to maximize profit.

Achievement Indicators: The learner:	Yes	No
1. Reviewed market reports from different markets -	____	____
2. Compared market reports for price -	____	____
3. Calculated transportation cost, including animal shrinkage for shipping to alternate markets -	____	____
4. Calculated net price, considering marketing and transportation charges -	____	____
5. Identified markets offering most advantages -	____	____
6. Visited with market personnel -	____	____
7. Verified reliability of markets regarding prompt and correct payment for livestock -	____	____
8. Selected markets -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Daily market reports Calculator Market schedule	

Duty: Marketing Swine	**Duty No.** F
	Task No. 6

Task: Sort and mark hogs for market, using appropriate resources, to maximize profit.

Achievement Indicators: The learner:	Yes	No
1. Designated the desired market weight -	____	____
2. Weighed various size animals as reference -	____	____
3. Selected hogs according to desired weights -	____	____
4. Marked hogs ready for market -	____	____
5. Separated selected hogs from herd -	____	____
6. Sorted hogs according to grade -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Holding pens Livestock marking pencil Scales	

Duty: Marketing Swine	**Duty No.** F
	Task No. 7

Task: Cull animals for sale, using appropriate resources, to improve the quality of the herd.

Achievement Indicators: The learner:	Yes	No
1. Planned marketing date -	____	____
2. Sorted animals according to age, condition and background -	____	____
3. Assured that the hogs were:		
a. castrated -	____	____
b. vaccinated -	____	____
c. free of certain drugs -	____	____
4. Arranged transportation -	____	____
5. Preconditioned hogs for stress and shipment -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Pens/pastures Marketing schedule	

Duty: Marketing Swine	**Duty No.** F
	Task No. 8

Task: Prepare carriers for hauling animals, using appropriate resources, to ensure safety of animal.

Achievement Indicators: The learner:	Yes	No
1. Removed old bedding and foreign materials from the truck -	____	____
2. Inspected walls, floors, gates, latches and mechanical parts -	____	____
3. Made repairs -	____	____
4. Prepared clean bedding -	____	____
5. Provided ventilation -	____	____
6. Recorded date and type of repairs made -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Bedding material Hammer Nails Bolts Wrenches Lumber Operator's owner manual	

Duty: Marketing Swine	**Duty No.** F
	Task No. 9

Task: Load animals, using appropriate resources, to assure safety of animal.

Achievement Indicators: The learner:	Yes	No
1. Separated hogs to be marketed -	____	____
2. Fed and watered lightly -	____	____
3. Avoided exciting animals -	____	____
4. Determined average weight of hogs -	____	____
5. Determined length of truck floor -	____	____
6. Determined number of hogs that can be loaded safely -	____	____
7. Bedded truck -	____	____
8. Checked loading chute for hazards -	____	____
9. Loaded hogs slowly -	____	____
10. Protected hogs from sun or cold -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Truck Feed Water Loading chute Bedding for truck	

Duty: Marketing Swine	**Duty No.** F
	Task No. 10

Task: Consign outstanding animals to sales, using appropriate resources, to promote the farm's breeding herd.

Achievement Indicators: The learner:	Yes	No
1. Determined the show and/or sale the animal is to be consigned to -	____	____
2. Publicized animal in breed magazine -	____	____
3. Completed entry form on time -	____	____
4. Prepared animal for show at sale -	____	____
5. Displayed animal at sale -	____	____
6. Prepared neat attractive pen for animal at sale -	____	____

Criteria: Competence in this task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Entry forms Equipment to prepare animal for show purpose	

Duty: Showing Swine	**Duty No.** G
	Task No. 1

Task: Select animals for showing, using appropriate resources, to assure the best quality animal for the show.

Achievement Indicators: The learner:	Yes	No
1. Determined the date the pig will be shown -	____	____
2. Determined the approximate weight of pig show day -	____	____
3. Purchased a pig that will reach correct weight or age show day -	____	____
4. Purchased pig from reputable farmer -	____	____
5. Identified the parts of a pig and what to look for in a quality animal -	____	____
6. Selected a pig that will look as nearly ideal as possible show day -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Judging books Breed standard books	

Duty: Showing Swine	**Duty No.** G
	Task No. 2

Task: Select equipment for fitting and showing, using appropriate resources, to properly prepare the animal for show.

Achievement Indicators: The learner:	Yes	No
1. Made list of equipment needed -	____	____
2. Built and or purchased equipment -	____	____
3. Demonstrated proper use -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Soap; pail; brush; oil; powder; cane; clippers	

Duty: Showing Swine	**Duty No.** G
	Task No. 3

Task: Train animal for showing, using appropriate resources, to assure proper ring procedure and safety of exhibitor.

Achievement Indicators: The learner:	Yes	No
1. Trained the pig using the cane/hurdle -	____	____
2. Trained the pig to drive around show ring -	____	____
3. Trained the pig to pen correctly -	____	____
4. Separated pigs from fighting using a hurdle -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Cane Pen Show area Hurdle	

Duty: Showing Swine	**Duty No.** G
	Task No. 4

Task: Transport animals to show, using appropriate resources, to assure the safety of the pig.

Achievement Indicators: The learner:	Yes	No
1. Met the deadline for accepting the pig at the show -	____	____
2. Transported animal in the coolness of the evening or morning if in hot weather -	____	____
3. Removed animal from feed 6-8 hours before loading -	____	____
4. Used a proper ramp when loading animal -	____	____
5. Loaded animal slowly and carefully -	____	____
6. Bedded truck/trailer correctly -	____	____
7. Used a well-constructed truck rack or livestock trailer -	____	____
8. Drove slowly and carefully -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Fair book Truck Trailer Ramp Bedding	

Duty: Showing Swine	**Duty No.** G
	Task No. 5

Task: Groom hog for show, using proper equipment, to improve general appearance of the pig.

Achievement Indicators: The learner:	Yes	No
1. Washed animal one week before show -	____	____
2. Washed animal morning of show -	____	____
3. Trimmed ears, tail, and belly of long hairs -	____	____
4. Powdered white animals -	____	____
5. Oiled/watered down colored animals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Soap Pail Brush Oil Clipper Spray can	

Duty: Showing Swine	**Duty No.** G
	Task No. 6

Task: Prepare facilities at show (pen, stall, etc.), using appropriate resources, to best represent the animal and exhibitor at the show.

Achievement Indicators: The learner:	Yes	No
1. Cleaned out show pen well -	____	____
2. Checked for nails, broken boards, or other protrusions that could injure the animal -	____	____
3. Bedded pen -	____	____
4. Put up name sign -	____	____
5. Put up barn decorations -	____	____
6. Placed show box in a non-traffic area -	____	____
7. Placed trough, feed and pails in non-traffic area -	____	____
8. Checked to see gate can be locked securely -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Hammer; wire; nails; signs; decorations; show box; pail; feed; trough	

Duty: Showing Swine	**Duty No.** G
	Task No. 7

Task: Prepare exhibitor for show, using appropriate resources, to best represent himself or herself and the herd.

Achievement Indicators: The learner:	Yes	No
1. Determined the time to show animal -	____	____
2. Prepared pig for show 1/2 hour before -	____	____
3. Received exhibitor number from superintendent -	____	____
4. Identified the class or weight division for their animals -	____	____
5. Changed to clean clothes 20 minutes before show -	____	____
6. Washed hands and face - combed hair -	____	____
7. Prepared self and animal for ring 5 minutes before show -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Fair book Clean clothes	

Duty: Showing Swine	**Duty No.** G
	Task No. 8

Task: Show the pig, using appropriate resources, to obtain the highest ring placing.

Achievement Indicators: The learner:	Yes	No
1. Entered ring early -	____	____
2. Kept animal on outside of ring - driving animal clockwise around ring -	____	____
3. Observed the judge - kept pig between show person and judge -	____	____
4. Moved animal slowly -	____	____
5. Prevented animal from fighting -	____	____
6. Directed animal with cane -	____	____
7. Used cane properly -	____	____
8. Followed judge's and/or ring man's direction -	____	____
9. Remained alert and kept showing the animal until penned and placed by judge -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the supervisor's satisfaction.

Tools and Equipment:	**Resources:**
Show ring Cane Hurdle Pen Judge	

Duty: Using Employability Skills	**Duty No.** H
	Task No. 1

Task: Perform a self-assessment, using knowledge and information, to compile a list of personal attributes.

Achievement Indicators:

The learner:	Yes	No
1. Listed work-related accomplishments -	____	____
2. Listed non-work related accomplishments -	____	____
3. Identified skills and competency attainment -	____	____
4. Identified transferable (portable) skills -	____	____
5. Determined strengths and weaknesses -	____	____
6. Described job liabilities and the effect liabilities have on employment opportunities -	____	____
7. Developed a plan to overcome job liabilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "First Steps" in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University. 1984, pp. 7-14.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 2

Task: Perform a self-assessment, using knowledge and information, to identify areas of work that will provide personal job satisfaction.

Achievement Indicators: The learner:

	Yes	No
1. Listed personal job values -	____	____
2. Rated each job value -	____	____
3. Listed enjoyable activities/interests -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:** Ibid, pp. 16-20

Duty: Using Employability Skills	**Duty No.** H
	Task No. 3

Task: Perform a self-assessment, using knowledge and information, to determine methods to reduce levels of stress.

Achievement Indicators:

The learner:	Yes	No
1. Identified stages of grief that result in stress -	____	____
2. Identified factors that reduced levels of stress -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 21-23

Duty: Using Employability Skills	**Duty No.** H
	Task No. 4

Task: Compile an occupational profile, using reference materials, to determine the characteristics, requirements, and employment outlook of an occupation.

Achievement Indicators: The learner:	Yes	No
1. Described:		
a. Main job duties -	____	____
b. Places of employment -	____	____
c. Physical demands -	____	____
d. Working (environmental) conditions -	____	____
e. Educational requirements -	____	____
f. Local, regional and national employment outlook -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.

Michigan Occupational Information System (M.O.I.S.)

Duty: Using Employability Skills	**Duty No.** H
	Task No. 5

Task: Investigate non-wage job characteristics, using available resources, to identify significant job factors.

Achievement Indicators: The learner:	Yes	No
1. Listed and described:		
a. Union affiliation -	____	____
b. Apprenticeship opportunities -	____	____
c. Occupational hazards -	____	____
d. Shift requirements -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).
Goodman, Jane, Judith Hoppin and Ronald Kent, "Making Decisions" in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 27-34.
Michigan Occupational Information System (M.O.I.S.)

Duty: Using Empioyability Skills	**Duty No.** H
	Task No. 6

Task: Develop goals, using knowledge, to determine career objective(s).

Achievement Indicators: The learner:	Yes	No
1. Listed short-term goals-	____	____
2. Listed long-term goals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Ibid, pp. 30-31

Duty: Using Employability Skills	**Duty No.** H
	Task No. 7

Task: Perform a job search, using information, to identify employment opportunities.

Achievement Indicators: The learner:

	Yes	No
1. Determined geographic boundaries for job search -	____	____
2. Listed types of potential places of employment -	____	____
3. Developed a list of prime sources of information concerning opportunities for employment, advertised and unadvertised -	____	____
4. Gathered information about advertised and unadvertised job openings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, and Ronald Kent, "Planning the Campaign," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 37-47.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 8

Task: Participate in an information interview, using knowledge and resources, to obtain information about a job from an employer.

Achievement Indicators: The learner:	Yes	No
1. Identified a job within the area of occupational interest -	____	____
2. Prepared a list of organizations that employ people to perform the identified job -	____	____
3. Scheduled an interview appointment with an employer at one of the organizations -	____	____
4. Prepared a list of questions for the interview -	____	____
5. Conducted the interview -	____	____
6. Prepared a follow-up letter to mail, after the interview, to the employer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Planning the Job Campaign," Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 44-45.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 9

Task: Complete a social security form, using information, to apply for a social security number.

Achievement Indicators: The learner:

	Yes	No
1. Contacted appropriate office to secure form -	____	____
2. Followed instructions on form -	____	____
3. Filled in each space on the form with the correct information -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Handling the Paperwork," Employability Skills Guide #6, MSU.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 10

Task: Contact an employer, using a telephone, to pursue potential employment opportunities.

Achievement Indicators: The learner:	Yes	No
1. Greeted receptionist -	____	____
2. Identified self and reason for phone call -	____	____
3. Asked to speak to appropriate person -	____	____
4. Arranged, if necessary, a time to call back -	____	____

Criteria: Competence in the task will be recognzied when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Oakland University, 1984, pp. 54-57.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 11

Task: Complete a job application, using personal notes, to apply for employment.

Achievement Indicators:

The learner:	Yes	No
1. Followed the direction specified on the application form -	____	____
2. Filled in each space where applicable, with the correct information -	____	____
3. Used a pen or typewriter to fill in application information -	____	____
4. Filled out the application neatly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin, Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 61-64.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 12

Task: Prepare a resume, using personal information, to apply for a job.

Achievement Indicators: The learner:	Yes	No
1. Listed name, address, and telephone number -	____	____
2. Identified career objective -	____	____
3. Listed work experiences -	____	____
4. Described job-related experiences -	____	____
5. Provided information about education -	____	____
6. Listed military experience, if acquired -	____	____
7. Described home/community activities -	____	____
8. Listed membership in work related organizations/ associations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "Communicating with Employers," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 58-59, 65-71.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 13

Task: Write a letter, using personal notes, to apply for a position.

Achievement Indicators: The learner:	Yes	No
1. Included:		
a. Name, address, and phone number -	____	____
b. Date -	____	____
c. Name, title, firm, address of person to whom the letter is being sent -	____	____
d. Salutation -	____	____
2. Indicated in paragraph one:		
a. An awareness of the business -	____	____
b. A reference to an ability/skill that will benefit the company -	____	____
3. Emphasized experience, abilities, accomplishments, in paragraph two -	____	____
4. Identified strengths/special training in paragraph three -	____	____
5. Included a follow-up plan in paragraph four -	____	____
6. Included complimentary closing -	____	____
7. Signed letter -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman Jane, Judith Hoppin and Ronald Kent, "Communication with Employers," in Opening Doors: A Practical Guide for Job Hunting. Continuum Center, Oakland University, 1984, pp. 72-73.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 14

Task: Demonstrate appropriate dress, using a knowledge of job requirements, to comply with standards of on-the-job attire and grooming.

Achievement Indicators: The learner:	Yes	No
1. Described and/or dressed in the attire of the appropriate occupational area, including:		
a. Grooming -	____	____
b. Health -	____	____
c. Uniforms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 15

Task: Interview for a job, using communication skills, to secure employment.

Achievement Indicators:

The learner:	Yes	No
1. Demonstrated appropriate characteristics for job applicants including:		
a. Attire -	____	____
b. Grooming -	____	____
c. Conduct -	____	____
2. Demonstrated correct usage of interviewing techniques -	____	____
3. Prepared a list of questions to ask the interviewer -	____	____
4. Prepared a follow-up letter to mail, after the interview, to the interviewer -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Goodman, Jane, Judith Hoppin and Ronald Kent, "The Job Interview," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 16

Task: Contact a job interviewer, using a telephone, to accept/reject a job.

Achievement Indicators: The learner:

		Yes	No
1.	Spoke with interviewer who offered the job -	____	____
2.	Identified self -	____	____
3.	Accepted offer, if applicable -	____	____
4.	Found out starting date and time, if appropriate -	____	____
5.	Rejected offer courteously and politely, if applicable -	____	____
6.	Gave reason for rejection, if applicable -	____	____
7.	Concluded conversation correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Getting the Job," Employability Skills Guide #9, MSU. Ibid, pp. 77-96.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 17

Task: Complete forms, using information, to withhold city, state and federal taxes.

Achievement Indicators: The learner:

	Yes	No
1. Completed city tax form correctly -	____	____
2. Completed state form correctly -	____	____
3. Completed federal tax form correctly -	____	____

Critoria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** H
	Task No. 18

Task: Describe performance evaluation measurements, using knowledge, to identify behavior/attitudes that employers expect employees to exhibit on the job.

Achievement Indicators: The learner:	Yes	No
1. Listed and described the methods to achieve successful working relationships -	____	____
2. Listed and defined importance of:		
a. Reliability -	____	____
b. Punctuality -	____	____
c. Quality -	____	____
d. Quantity -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-100.

Duty: Using Employability Skills	**Duty No.** H
	Task No. 19

Task: Perform a continuing education program search, using available resources, to identify opportunities for retraining, skills upgrading, and career advancement.

Achievement Indicators: The learner:	Yes	No
1. Described types and sources of continuing education programs for an occupation -	____	____
2. Related information to career alternatives -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	Goodman, Jane, Judith Hoppin, and Ronald Kent, "Opening the Door to Your Future," in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, p. 101.

Duty: Using Employability Skill's	**Duty No.** H
	Task No. 20

Task: Analyze career information, using available resources, to identify the opportunities for advancement that exist within an occupation.

Achievement Indicators:

The learner:	Yes	No
1. Described the career stages associated with the occupational areas:		
a. Listed jobs, entry through advanced levels -	____	____
b. Gave examples of tasks that employees in the occupation are required to perform -	____	____
c. Identified tools/equipment that employees in the occupation use -	____	____
d. Made reference to the relationship of the job(s) to data, people, and things -	____	____
e. Made reference to education and/or on-the-job training needed to attain career mobility -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:

Resources:

Dictionary of Occupational Titles (D.O.T.).

Goodman, Jane, Judith Hoppin and Ronald Kent, "Opening the Door to Your Future,: in Opening Doors: A Practical Guide for Job Hunting, Continuum Center, Oakland University, 1984, pp. 99-102.

Michigan Occupational Information System (M.O.I.S.).

Duty: Using Employability Skills	**Duty No.** H
	Task No. 21

Task: Describe job resignation/dismissal practice, using knowledge, to identify positive methods for terminating an employment situation.

Achievement Indicators: The learner:	Yes	No
1. Described practice for resigning from a job:		
a. Gave two weeks to a months notice -	____	____
b. Specified a positive reason for leaving the employment situation -	____	____
2. Described practices for job dismissal (laid-off, released):		
a. Asked the employer for a letter of reference if laid off -	____	____
b. Talked with the employer to discover what was the problem, if released -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the instructions.

Tools and Equipment:	**Resources:**
	"Knowing the Score," Employability Skills Guide #10, MSU.

TOOL AND EQUIPMENT LIST
FOR SWINE

Equipment	Duty
Adjustable wrenches	C, E, F
Barn scrapers	B, D, E
Black light	C
Bolt cutter	D
Brace and bits	E
Broom	B, C, D
Brushes	G
Bucket	D, G
Calculator	A, B, C, D, F
Cane	G
Clean towels	B
Clippers	G
Creep feeder	C
Dust applicator	D
Ear notcher	B, D
Ear tags	A
Feed charts	A
Feed scoop	A
Feeders	A, B, D
Front-end loader	E
Gates	A
Gestation chart	A
Gloves	B
Goggles	D
Grain probe	C
Grease gun	C
Gutter cleaners	E
Hacksaw	D
Hammer	E, F
Hand tools	C, E
Head gate	D
Heat lamp	B
Hose	B, D
Hurdles	A, B

TOOL AND EQUIPMENT LIST (Cont.)

Equipment	Duty
Identification labels	D
Incinerator	B, D
Insecticide applicator	D
Level	E
Liquid manure spreader	E
Livestock markers	A, B, F
Loading chute	B, F
Manure spreader	E
Manure stacker	E
Masonary drills	E
Measuring container	D
Tape measurer	E
Metal cabinet	B
Metal ear tags	B
Microcomputer	A, B, C, D, F
Mixing and grinding equipment	C
Moisture meter	C
Nose snare	D
Pig holder	D
Pitch fork	E
Plastic ear tags	B
Plastic glove	B
Post hole digger	D
Pregnancy tester	A
Pressure sprayer	D
Protective clothing	D
Protective mask	D
Record book	A
Rubber boots	B, D
Rubber coveralls	B
Rubber gloves	B, D
Safety glasses	D, E
Hand saw (crosscut)	E
Scales	A, B, C, D
Scalpel	D
Scissors	D

TOOL AND EQUIPMENT LIST (Cont.)

Equipment	Duty
Service manuals	C
Shovel	B, C, D, E
Show box	G
Show hurdle	G
Side cutting pliers	D
Specimen container	D
Spray applicator	D
Spray can	G
Sprinkling can	D
Squeeze chute	D
Stiff brush	D
String	D
Syringe	B, D
Tagging gun	B
Telephone	C
Thermometer	B
Tractor	D, E
Tractor with carriage	D
Tractor with blade	E
Tri-square	E
Truck	F
Wagon	D
Water pressure nozzle	D
Waterers	B, C, D
Wheelbarrow	D

STUDENT ACHIEVEMENT RECORD

SWINE

STUDENT _____

INSTRUCTIONS:

Mark each student's level of competence according to the following guide:

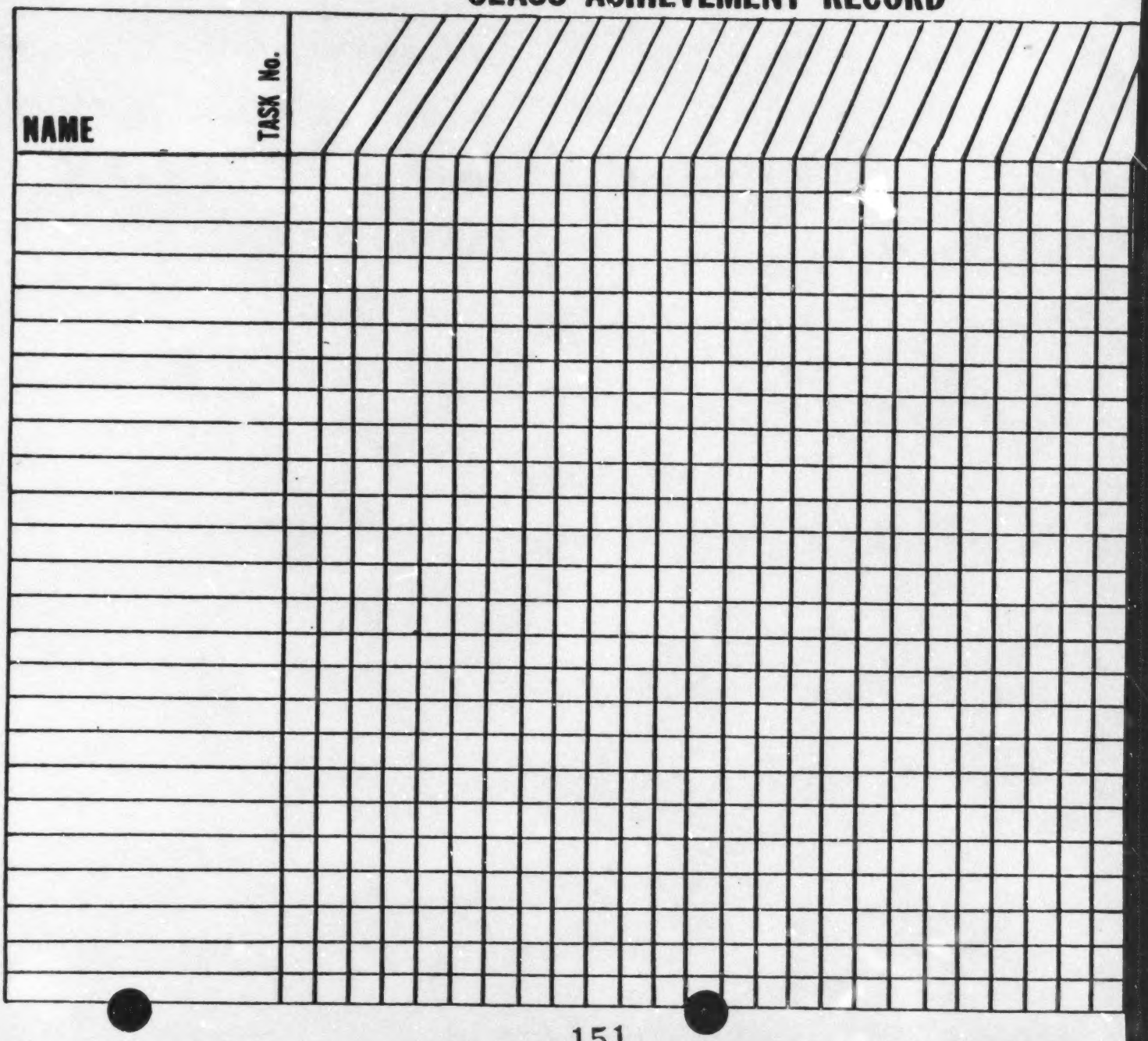
LEVEL	GUIDE
1	Student has been exposed to task
2	Task accomplished with assistance
3	Task accomplished to criteria by student
4	Ability to teach or demonstrate the task to others

TASK	LEVEL	DATE
A. BREEDING SWINE		
1. Plan a breeding system.		
2. Select breeding stock.		
3. Keep breeding and farrowing records.		
4. Flush animals for breeding.		
5. Determine number of boars needed for sow herd.		
6. Arrange pregnancy check for bred sows and gilts.		
7. Determine when to breed sows and gilts.		
8. Keep record of due dates for sows and gilts.		
9. Move boar.		
10. Select feeder pigs.		
B. CARING FOR SWINE		
1. Plan goals for swine farm.		
2. Make inventory lists of swine and equipment.		
3. Prepare production and performance records.		
4. Remove manure from quarters and pens.		

TASK	LEVEL	DATE
B. CARING FOR SWINE (continued)		
5. Identify animals.		
6. Move brood sows to farrowing quarters.		
7. Assist sow at farrowing.		
8. Clean newborn animals.		
9. Assist young to nurse.		
10. Remove afterbirth from sow.		
11. Check mother's milk supply.		
12. Move pigs to small litters.		
13. Wean animals.		
14. Record weaning weights of pigs.		
15. Weigh animals.		
16. Move feeder animals to feedlot.		
17. Fill out application for registration with purebred association.		
18. Disposed of unused chemicals and drugs.		
19. Store chemicals.		
C. FEEDING SWINE		
1. Prepare ration for hogs.		
2. Prepare swine feeding records.		
3. Select feeding methods.		
4. Calculate cost of gain on feeder pig operation.		
5. Calculate cost of rations and feed mixtures.		
6. Creep feed pigs.		
7. Feed hogs using self-feeder.		
8. Adjust self-feeders for swine.		
9. Determine feeding and watering space requirements.		
10. Examine feedstuffs for mold and spoilage.		
11. Service bulk feed handling equipment.		
12. Service grinding and mixing equipment.		
13. Order feed.		
D. MAINTAINING SWINE HEALTH		
1. Clean swine pens and housing.		
2. Disinfect buildings and equipment.		

TASK	LEVEL	DATE
D. MAINTAINING SWINE HEALTH (continued)		
3. Apply insecticides in buildings.		
4. Disinfect boots and clothing.		
5. Plan a parasite control program.		
6. Examine hogs for external parasites.		
7. Dust swine.		
8. Spray swine.		
9. Examine hogs for internal parasites.		
10. Worm hogs, using appropriate resources.		
11. Plan a disease control program.		
12. Administer medication by injection.		
13. Administer oral medication.		
14. Apply medication to cuts and bruises.		
15. Treat hogs for contagious diseases.		
16. Treat hogs for scours.		
17. Vaccinate animals.		
18. Clip naval.		
19. Give iron shots.		
20. Ear notch.		
21. Cut tails on feeder pigs.		
22. Clip needle teeth.		
23. Castrate animals.		
24. Detusk boars.		
25. Isolate newly purchased animals for observation.		
26. Separate sick, weak or injured animals.		
27. Dispose of dead animals.		
E. MAINTAINING SWINE FACILITIES		
1. Plan housing for farrowing and finishing.		
2. Clean and adjust waterers for swine.		
3. Construct feed troughs.		
4. Construct self-feeder.		
5. Install self-feeders.		
6. Construct farrowing pen.		
7. Construct farrowing crates.		

TASK	LEVEL	DATE
E. MAINTAINING SWINE FACILITIES (continued)		
8. Construct loading chutes.		
9. Construct show hurdle.		
10. Plan waste disposal system.		
11. Remove wastes.		
12. Apply wastes to fields.		
13. Inspect buildings.		
F. MARKETING SWINE		
1. Plan marketing schedule.		
2. Calculate expected returns and profits on sales.		
3. Calculated shrinkage.		
4. Estimate market grades.		
5. Select markets.		
6. Sort and mark hogs for market.		
7. Cull animals for sale.		
8. Prepare carriers for hauling animals.		
9. Load animals.		
10. Consign outstanding animals to sales.		
G. SHOWING SWINE		
1. Select animals for showing.		
2. Select equipment for fitting and showing.		
3. Train animal for showing.		
4. Transport animals to show.		
5. Groom hog for show.		
6. Prepare facilities at show (pen, stall, etc.).		
7. Prepare exhibitor for show.		
8. Show the pig.		
H. USING EMPLOYABILITY SKILLS		
1. Perform a self-assessment to compile a list of personal attributes.		
2. Perform a self-assessment to identify areas of work that will provide personal job satisfaction.		
3. Perform a self-assessment to determine methods to reduce levels of stress.		

TASK	LEVEL	DATE
H. USING EMPLOYABILITY SKILLS (continued)		
4. Compile an occupational profile.		
5. Investigate non-wage job characteristics.		
6. Develop goals.		
7. Perform a job search.		
8. Participate in an information interview.		
9. Complete a social security form.		
10. Contact an employer.		
11. Complete a job application.		
12. Prepare a resume.		
13. Write a letter.		
14. Demonstrate appropriate dress.		
15. Interview for a job.		
16. Contact a job interviewer.		
17. Complete forms.		
18. Describe performance evaluation measurements.		
19. Perform a continuing education program search.		
20. Analyze career information.		
21. Describe job resignation/dismissal practice.		

CLASS ACHIEVEMENT RECORD